

### 3.95.010 - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Agency* means the assembly and any department, office, board or commission of the municipality.

*Record* means any information developed or received under law or in connection with the transaction of agency business and preserved or appropriate for preservation as evidence of the organization, function, policies, decisions, procedures, operations or activities of the municipality or because of their informational value. A record may originate in any form including but not limited to spoken words, handwriting, typewriting, printing, photostating, photographing and any other form of communication or reproduction, and be preserved upon any medium, including but not limited to paper, magnetic or paper tape, photographic film or prints, magnetic or punched cards, discs, drums and phonograph records, or any electronic format. The term "records" does not include:

1. Library and museum material developed or acquired and preserved solely for reference, historical or exhibition purposes, extra copies of documents preserved solely for convenience of reference, or stocks of publications and processed documents.
2. Reference files.
3. Transitory files.

*Reference files* means copies of notes, feeder notes and similar working papers accumulated in preparation of a communication, study or other writing or record.

*Transitory files* means transmittal letters, suspense copies when a reply has been received, routine requests for information and publications, tracer letters, feeder reports and the like.

(AO No. 83-56; AO No. 2007-81, § 1, 6-12-07)

**Cross reference**— Definitions and rules of construction generally, § 1.05.020.

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